

1. [Preparation Before the Connexions Authoring Workshop](#)
2. [Why You should Create a Personal Connexions Account](#)
3. [Creating a Connexions Account](#)
4. [Creating Workgroups within Connexions](#)
5. [Preparing a Word Document for Creating a Connexions Module](#)
6. [Creating a Connexions Module from a Word Document](#)
7. [An Example of a Connexions Module Created by a Word Document](#)
8. [Creating a Connexions Collection](#)
9. [Post Connexions Authoring Workshop Activities](#)

## Preparation Before the Connexions Authoring Workshop

A link to some pre-workshop reading. Preparation steps for students using these materials as a workshop.

## Preface

The modules in this collection are designed for either self-study or as a major part of a 4 hour in-person workshop. They are designed specifically to guide new authors in the process of creating several modules and then organizing them into a collection. Existing materials within the Connexions web site often explain authoring in a more technical manner than what most new authors desire. Thus, a less technical and more user friendly step by step instructions/training is needed to guide a new author using Connexions. Many new authors will have limited technical computer training; however they should be able to create fantastic OER materials using the convenience of uploading a Microsoft Word document to create a basic Connexions module.

## Learning Objectives

This workshop will specifically accomplish the task of helping you become a Connexions author by using Microsoft Word documents as the fundamental building and editing method for creating Connexions modules. During the workshop you will:

1. Open a Connexions account
2. Build an author profile
3. Prepare a Microsoft Word document for conversion into a Connexions module
4. Create a Connexions module
5. Understand how modules will affect the creation of a Connexions collection

## Prerequisite Knowledge – General Reading

A prerequisite link (box in the upper right corner if viewing this on the Internet) is provided to “Introduction to Open Educational Resources” collection number “col10413” within the Connexions website. The material written by Judy Baker is an excellent review of many issues of concern to new authors. If you are completely unfamiliar to the Open Educational Resources (OER) or OpenCourseWare (OCW) movement within the educational community; you should spend an adequate amount of time (usually several hours) learning this material. If moderately familiar, you should spend about 1 hour quickly covering the material. You can return and review the material in more detail as needed.

The third module should be specifically viewed. It’s title: OER Fair Use, Copyright, and TEACH Act. "A basic understanding of copyright, fair use, the TEACH Act, and intellectual property is necessary before using and developing OER in order to minimize the risk of violating the law."

[\[footnote\]](#) Many college professors step over the line and violate the copyrights of authors. As you are embarking on your own journey as an author, please make sure that you understand how to include existing materials without violating another author’s copyright.

Baker, Judy. OER Fair Use, Copyright, and TEACH Act. Connexions. 7 May 2007 <<http://cnx.org/content/m14465/1.3/>>.

This prerequisite material may be covered in a training course available to you at your institution. If so, you should consider taking that course before embarking on the path to becoming an OER author.

## **Knowledge Chunks**

The concept of a “knowledge chunk” is to divide learning materials into small units that cover or focus on a single topic. The following two items help explain this concept.

## **Learning Objects**

"Learning objects are a new way of thinking about learning content. Traditionally, content comes in a several hour chunk. Learning objects are

much smaller units of learning, typically ranging from 2 minutes to 15 minutes. " "Are **self-contained** – each learning object can be taken independently" "Are **reusable** – a single learning object may be used in multiple contexts for multiple purposes" "Can be **aggregated** – learning objects can be grouped into larger collections of content, including traditional course structures" "Are **tagged with metadata** – every learning object has descriptive information allowing it to be easily found by a search[[footnote](#)]"

Beck, Robert J., "[What Are Learning Objects?](http://www4.uwm.edu/cie/learning_objects.cfm?gid=56)", *Learning Objects*, Center for International Education, University of Wisconsin-Milwaukee, [http://www4.uwm.edu/cie/learning\\_objects.cfm?gid=56](http://www4.uwm.edu/cie/learning_objects.cfm?gid=56), retrieved 2008-04-29

## What is a Module?

"A module is the basic building block of a Connexions course, textbook, or other type of collection. You can think of it as a small knowledge chunk that addresses a single topic or a specific aspect of a topic. Every author determines the size of their module, ranging from a few paragraphs to an entire textbook chapter. To a student or reader viewing a course or collection, a module is simply a web page in the collection. Modules allow readers to follow the information path arranged by the author or instructor or to branch off and discover their own path. To an instructor putting a collection together, having topics in different modules allows easy selection and arrangement of the information. An instructor can include existing modules from other courses or other academic disciplines that are important to the presentation of the course subject.[[footnote](#)]"

Connexions, Mark Husband, and Adan Galvan. Editing Modules. Connexions. 12 Aug. 2009 <<http://cnx.org/content/m10887/2.28/>>.

## Content Preparation before the Workshop

### Module Content

You need to prepare some subject matter content before you try to create a Connexions module. We suggest that you create two or three small knowledge chunks where each one addresses a single topic. Don't worry about how they will be transformed into Connexions modules. There are two word processing don'ts:

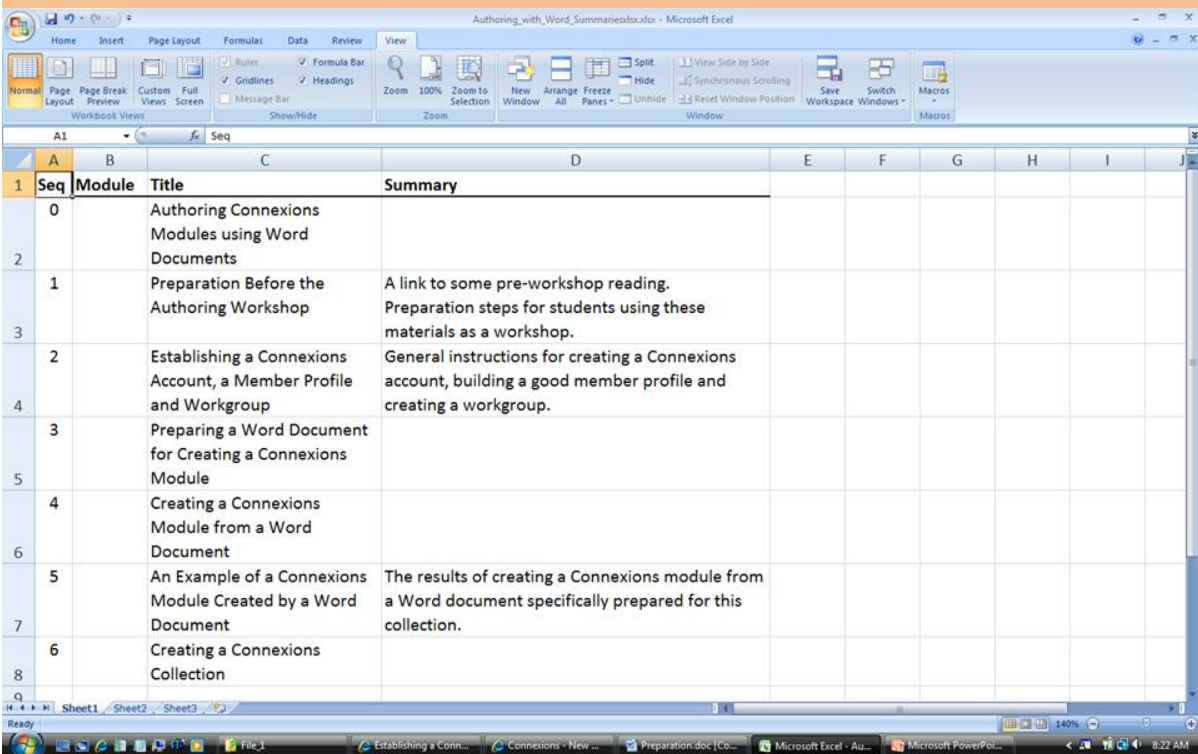
- Do not use `ctrl_Enter` as a break. They don't import into Connexions.
- Do not use tabs. They also do not import into Connexions.

Additionally, for each knowledge chunk that will become a module create:

- a title line
- a one or two sentence summary

I find it easiest to use an Excel spreadsheet for keeping track of modules that I am creating. It allows me to prepare the titles for the modules and their summary information as I prepare the knowledge chunks. The titles and summaries can then be easily copied and pasted as needed when building the modules within Connexions.

# Excel Spreadsheet



Seq	Module	Title	Summary
0		Authoring Connexions Modules using Word Documents	
1		Preparation Before the Authoring Workshop	A link to some pre-workshop reading. Preparation steps for students using these materials as a workshop.
2		Establishing a Connexions Account, a Member Profile and Workgroup	General instructions for creating a Connexions account, building a good member profile and creating a workgroup.
3		Preparing a Word Document for Creating a Connexions Module	
4		Creating a Connexions Module from a Word Document	
5		An Example of a Connexions Module Created by a Word Document	The results of creating a Connexions module from a Word document specifically prepared for this collection.
6		Creating a Connexions Collection	

Spreadsheet example for creating titles and summaries.

It is important that you do this before any in-person workshop. During a workshop you will not have time to create or organize your content into knowledge chunks.

## Picture

Using your picture processing skills; modify a picture of yourself cropping it square. It should be no greater than 150 by 150 pixels on each side. Usually this file is stored in a .jpg format.

**Note:** The Connexions web site will shrink your picture to fit its allocated space; thus, to avoid distortion, you should make sure to crop the picture square.

### **Short Biographical Sketch**

Prepare a short biography about yourself. Information should include your current job, past employment, educational and professional attainments, etc.

### **Example**

A link is provided (in the box at the upper right corner of this module's page) to my "Member Profile" (for Kenneth Leroy Busbee) at Connexions. You will be using your picture and biography to create your "Member Profile" when you create your Connexions account. Again, during an in-person workshop you will not have time to prepare these materials, thus: please do them ahead of time.

**Remember to bring these electronic files with you (usually on a flash drive) to any in-person workshop.**

## Why You should Create a Personal Connexions Account

The several reasons (saving your place as you read a collection, rating modules, creating lenses and building content) for having a Connexions account are highlighted. Included are directions to general training on how to understand and use the Connexions web site and these features.

## Several Good Reasons

With a Connexions account you can:

- Provide feedback to authors and other users by **rating modules** – This feedback from all users (other authors, students using textbook collections, etc.) helps authors decide which modules need improving and helps other users in evaluating the quality of repository content.
- Have your own “My Favorites” **lens** and make other “Member List” **lenses**
  - **Save your place** when reading through a collection is a feature of the “My Favorites” lens
  - You can make your own private “Member List” lenses to create the ability for you to **focus on part of the repository**
- **Improve the quality of instructional materials and scholarly works** available to the world via the Internet – free 24/7
  - **Contribute** materials that you author to the Connexions repository
  - **Remix or change** (customize) materials provided by others that are in the Connexions repository
  - **Build collections** (a group of modules) that specifically serve your students or audience from modules that you either create, improve or use without changing

Often being an author, is over emphasized and pushed as the number one reason to get a Connexions account. Having authors contribute to the repository is important; however usage of the repository by users is equally important. **Increasing quality content** in the Connexions repository goes



**hand in hand** with **increased usage of that content**. It's like the Chinese "Yin & Yang", both are important. We encourage all to create an personal account.



Yin & Yang

## Available Training

A link is provided (in the box at the upper right corner of this module's page) to the "Busbee's Connexions Training" lens. It contains six collections that cover:

1. Understanding the Vision of Connexions
2. How to Search and Browse the Connexions Web Site (includes rating modules)
3. Effectively Using and Creating Connexions Lenses
4. Authoring Connexions Modules using Microsoft Word Documents
5. Ideas and Tools for Improving Connexions Modules and Collections
6. Appendix Materials for a Connexions Collection used as a College Course

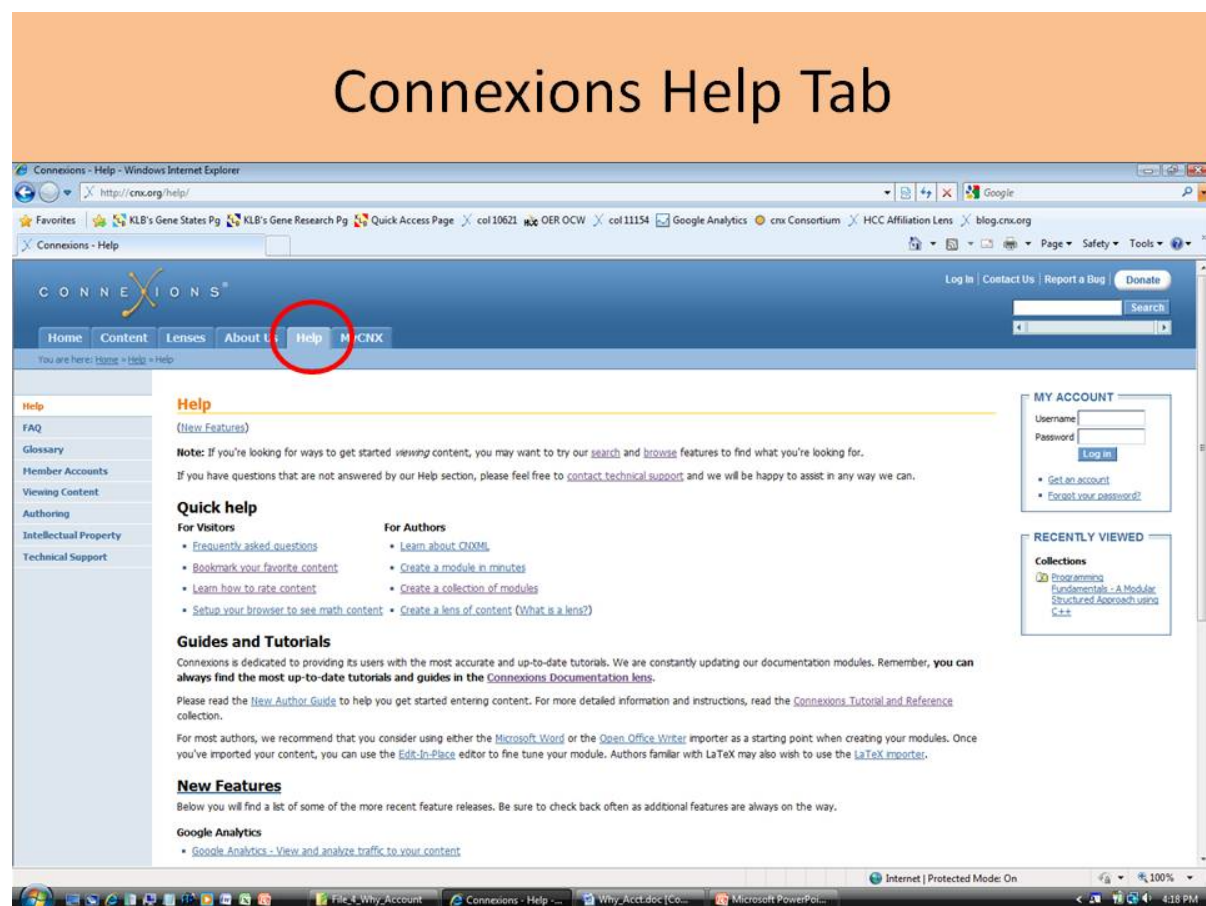
Each collection consists of several modules. The items appear alphabetically within the lens; however the "Lens Comments" for each item has its item position number similar to the list above. **The first four items provide a natural progression for training.**

You might want to bookmark the URL to the lens in your browser. The link is: <http://cnx.org/lenses/kbusbee/cnx-training>

## Connexions Help

Don't hesitate to use the "Help" tab on the connexions home page at: <http://cnx.org/>

It is organized differently than the above training collections, but contains ample information on how to use the Connexions Project. Don't be afraid to click on something. Some of the menu items on the left expand as you click on them.



Connexions Help Tab



## Creating a Connexions Account

Some pointers on creating a good Member Profile as you create your Connexions account. How to modify your Member Profile.

### Create an Account

From the Connexions home page at: <http://cnx.org> select the “Get an account” under Step 1. Follow the process as directed. When prompted for “Member Profile” information you should complete fields as appropriate. The following will help you to complete certain areas.

#### Affiliation – Institution

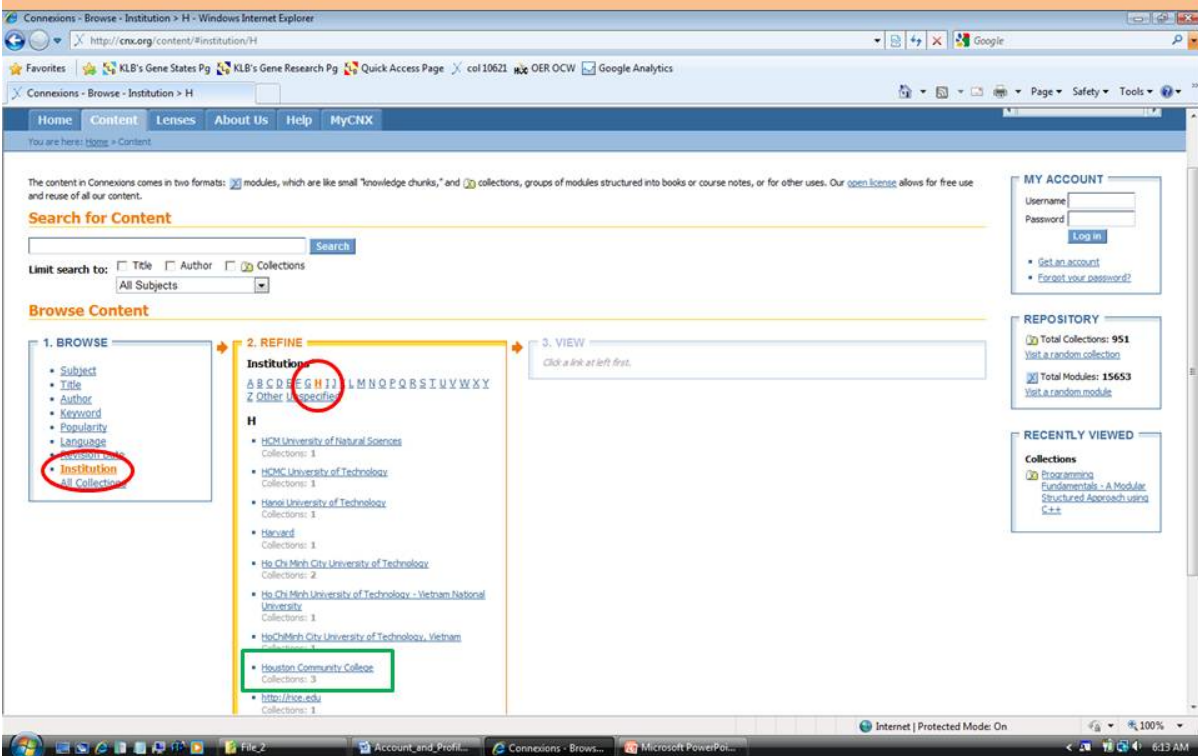
You should review how others are typing their “Affiliation” and type yours the same. For example: authors from Houston Community College could use: HCC or Houston CC or Houston Community College. However, they should all use: Houston Community College. This is not super important for the profile, but you will want to type the “Institution” field in a collection consistently so collections created by authors from the same institution will all show up together when users do an institution search. The following two slides show you how to browse to the “Institutions” search and review what authors from your institution are using for their affiliation/institution name.

# Browsing by: Title, author, etc.

The screenshot shows the Connexions website in a Windows Internet Explorer browser. The address bar displays <http://cnx.org/>. The page features a blue header with the Connexions logo and navigation links: Home, Content, Lenses, About Us, Help, and MyCNX. The 'Home' link is circled in red. Below the header, the 'Connexions is:' section describes the platform as a place to view and share educational material. The 'FIND CONTENT' section includes a search bar and a 'or browse by...' dropdown menu. The dropdown menu is open, showing options: Title, Author, Keyword, Revision date, and 'Title, author, etc.', which is circled in red. The 'CREATE CONTENT' section outlines a three-step process for creating and publishing content. The 'FEATURED CONTENT' section highlights 'Advanced Algebra II' and 'Collaborative Statistics'. The 'MY ACCOUNT' section provides login and registration options. The 'SPOTLIGHT' section features a user feedback testimonial. The browser's taskbar at the bottom shows several open applications, including 'File Z', 'Account\_and\_Profil...', and 'Connexions - Sharin...'. The system clock indicates the time is 6:06 AM.

Browsing

# Review the Institutions



## Reviewing institution names

**Note:** You could be the first author and might need to decide what to use for your institution.

## Biography – Short Biographical Sketch

Prepare a short biography about yourself. Information should include your current job, past employment, educational and professional attainments, etc.

## **Portrait – Picture**

Using your picture processing skills; modify a picture of yourself cropping it square. It should be no greater than 150 by 150 pixels on each side. Usually this file is stored in a .jpg format.

**Note:** The Connexions web site will shrink your picture to fit its allocated space; thus, to avoid distortion, you should make sure to crop the picture square.

## **Example**

A link is provided (in the box at the upper right corner of this module's page) to my "Member Profile" (for Kenneth Leroy Busbee) at Connexions.

## **Editing your Member Profile**

You can change your "Member Profile" at any time. This slide shows how to get to the page for changing it.

# Editing the Member Profile

The screenshot shows the Connexions website interface in a Windows Internet Explorer browser. The address bar displays [http://cnx.org/plone\\_memberprefs\\_panel](http://cnx.org/plone_memberprefs_panel). The browser's Favorites bar includes links to 'KLB's Gene States Pg', 'KLB's Gene Research Pg', 'Quick Access Page', 'cal 10621', 'OER OCW', and 'Google Analytics'. The website's navigation menu at the top includes 'Home', 'Content', 'Lenses', 'About Us', 'Help', and 'MyCNX'. A red arrow points from an orange callout box 'Once you have logged in, 1) click on MyCNX' to the 'MyCNX' link in the navigation menu. Below the navigation menu, the page title is 'Profile & Account Settings'. A sub-header 'Account Maintenance' is followed by links for 'Change Password' and 'Edit Profile'. A red arrow points from an orange callout box '3) click on' to the 'Edit Profile' link. To the right, a 'MY ACCOUNT' sidebar shows the user 'khubee' and links for 'MyCNX Home', 'Profile & Account Settings', and 'My Favorites (edit)', with a 'Log out' button. A red arrow points from an orange callout box '2) click on' to the 'Profile & Account Settings' link. Below this, a 'RECENTLY VIEWED' section lists collections and modules. At the bottom, a 'CONNEXIONS NEWS' section contains a link to 'HPCWire today winners of HPC Education Cup and newly republished textbooks, "High Performance Computing" by Charles Severance'. The Windows taskbar at the bottom shows the 'File Z' icon, the 'Connexions - Profile...' window, and the 'Microsoft PowerPoint' window. The system clock indicates '10:55 AM'.

Once you have logged in, 1) click on MyCNX

2) click on

3) click on

Editing an Member Profile



## Creating Workgroups within Connexions

General discussion about workgroups and basic instructions for creating a workgroup.

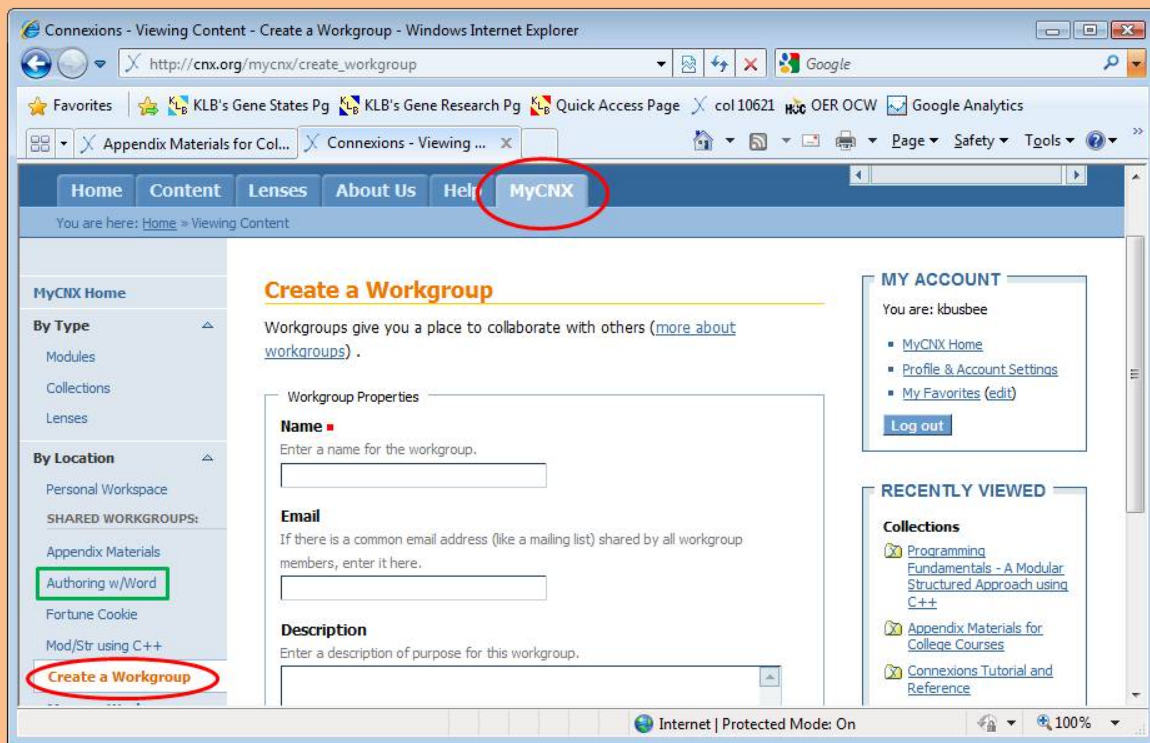
### **Personal Workspace**

At first you will only have only a few modules and you can use your “Personal Workspace” for the storage location of your modules. However, as your numbers of modules grow, you will want to organize your modules into various projects or folders. The creation of workgroups allows you to organize your modules and collections.

### **Workgroups**

You can see from the slide below that by clicking on “MyCNX” and selecting “Create a Workgroup” you are able to create areas by giving them a name and some general information. I have created several workgroups and the one highlighted in green is the workgroup for the modules and the collection associated with this workshop.

# Workgroups



## Creating Workgroups

**Note:** You might want to keep the workgroup names relatively short. They will appear better in the menu of “SHARED WORKGROUPS:”.

## Simple Organization

Most new authors will create workgroups for simple organization of the modules and collections that they are working on. That is why I have four workgroups.

## **Shared Access for Collaborative Efforts**

Another reason to create a workgroup is to allow shared access to other authors. Thus, several authors can work on a group of modules that is usually built into a collection. This is one of the collaborative benefits of the Connexions Project. The lead author will build a workgroup and share it with one or more authors. The co-authors can modify any modules or collections in the shared workgroup.

Additional information about sharing workgroups is in the link provided (in the box at the upper right corner of this module's page) for the "New Author Guide" within the "Authoring" section of the "Help" tab.

Preparing a Word Document for Creating a Connexions Module  
Detailed help on how to prepare a Word document for importing into a Connexions module. Use of both Word styles and commonly used Connexions' CNXML styles are demonstrated.

## **Existing Documentation and Approach**

A link is provided in the box to the right for the Connexions web site materials prepared for “Using Microsoft Word to Create a Connexions Modules”. However, the materials are not organized into a fashion that guides a new author from the perspective of how to create a Word document in order to build a Connexions module. Additionally, some information about the use of “templates” applies to an older version of Word (Word 97 or Word 2003). It says that the importer supports the new Microsoft Word 2007 (which creates documents using the .docx file extension), but I have had problems with importing these files as Connexions modules.

This module will take the approach of showing which Word features are preserved (kept) during importing and how you can add Connexions CNXML formatting styles to your Word document to import other useful effects. This will allow you to easily create fantastic OER materials using the convenience of uploading Word documents to create a basic Connexions module.

## **Typing Your Document Draft**

For instructional purposes we have several versions of a Word document file showing its progression from initial typing to a finished product. The subject matter of the document is about flying. The first version shows raw typing that can be done quickly. The second version shows normal formatting that an author would do to a document. You should download the documents to see how they were created.

Click to download: [Flying\\_Ver1.doc](#)

Click to download: [Flying\\_Ver2.doc](#)

Many people will format their documents as they produce it. Thus, the two step approach will be done in only one document. These documents are in the .doc format which is the older Word 97-2003 format. I used the newer Microsoft Word 2007 software that handles these documents in a “Compatibility Mode”. The following items are formatting effects that will be preserved (will convert) into your Connexions module. They are listed in the order in which they appear in the Flying\_Ver2.doc file.

## Preserved Effects

1. **Heading 1** – highlight the text and select “Heading 1” from the “Styles” box on the ribbon. As one example see the first line of the document.
2. **Heading 2** – highlight the text and select “Heading 2” from the “Styles” box on the ribbon. As one example see the second line of the document.
3. **Italic** – highlight the text and select “*I*” from the “Font” box on the ribbon. Look for the word jokes as the example
4. **Bulleted List** – highlight the list and select the “Bulleted List” item from the “Paragraph” box on the ribbon.
5. **Bold** – highlight the text and select “**B**” from the “Font” box on the ribbon. Look for the word fictitious as the example
6. **Numbered List** – highlight the list and select the “Numbered List” item from the “Paragraph” box on the ribbon.
7. **Table** – use the “Insert Tab” selecting “Table” from the “Tables” box on the ribbon.
8. **Hyperlink** – use the “Insert Tab” selecting “Hyperlink” from the “Tables” box on the ribbon.
9. **Picture** – use the “Insert Tab” selecting “Picture” from the “Illustrations” box on the ribbon. This picture was sized to 320x240 pixels in order to better fix the web page when converted into a Connexions module.
10. **Footnote** – use the “References Tab” selecting “Insert Footnote” from the “Footnotes” box on the ribbon.

## Effects Not Preserved

Some items do not import that is that are not preserved during the conversion process to a Connexions module. These have been mentioned, but are provided again as a reminder:

- Do not use `cntl_Enter` as a break.
- Do not use tabs.

## Showing the Existing Styles

The following slide shows the default formatting styles available in Word.

# Word Formatting Styles

The screenshot shows the Microsoft Word interface with the 'Flying\_Ver2.doc' document open. The 'Styles' task pane is visible on the right, showing a list of default styles including 'Normal', 'Heading 1', 'Heading 2', 'Heading 3', 'Title', 'Subtitle', 'Emphasis', 'Intense Emphasis', 'Strong', 'Quote', 'Intense Quote', 'Subtle Reference', 'Intense Reference', 'Book Title', and 'List Paragraph'. A red arrow points to the 'Change Styles' button in the top right corner of the ribbon. A text box in the bottom right corner of the slide reads: 'By clicking here you get the Styles box.'

**Flying**

**Historical View of Flying**

For centuries man has looked to the sky and with awe wondered what it would be like to fly. We even have some jokes about flying that include other animals. "When pigs fly!" is old expression related to the temperature in Hades getting cold. The implication is that it will never happen.

Note: The Wright brothers were the first humans to fly on December 17, 1903.

Since then many methods of humans flying have occurred. Some are:

- Planes
- Helicopters
- Rockets
- Hang Gliders

**Things that Fly**

Many things fly and the top five as recorded in our fictitious poll include:

1. Birds
2. Planes
3. Insects
4. Superman
5. Flags

**Impact of Flight on Pets**

**The People's Choices**

Many people maintain pets and the following table shows the place of birds on the

## Word Formatting Styles

In order to add special formatting styles created by Connexions, we will need to acquire a document that has these special tags. To get the file:

Click to download: [Connexions-Document.doc](#)

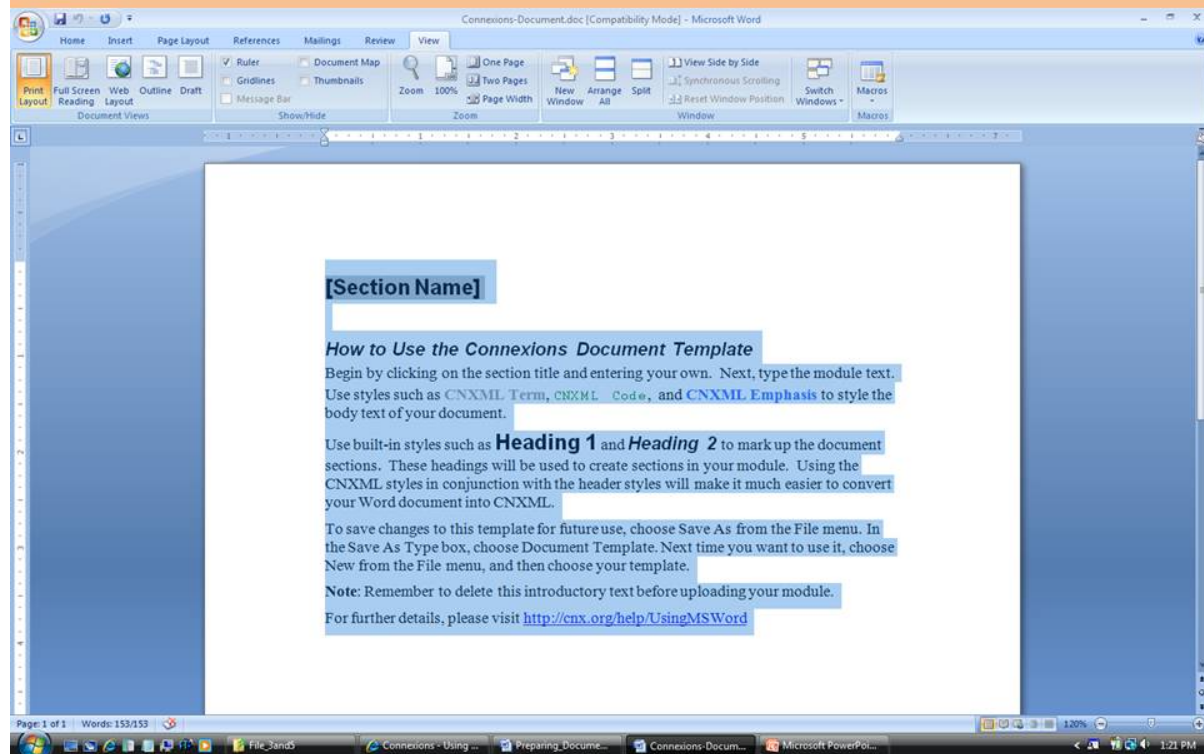
After downloading, open the file and save it as (Save As): Flyer\_Ver3.doc

By doing so, you will retain your original file intact for future use.

## **Converting Your Draft Document**

The contents for the new Flyer\_Ver3.doc file contain some basic text as provided by Connexions. This text is unimportant to us. Highlight the text and delete it.

# Connexions Beginning Document



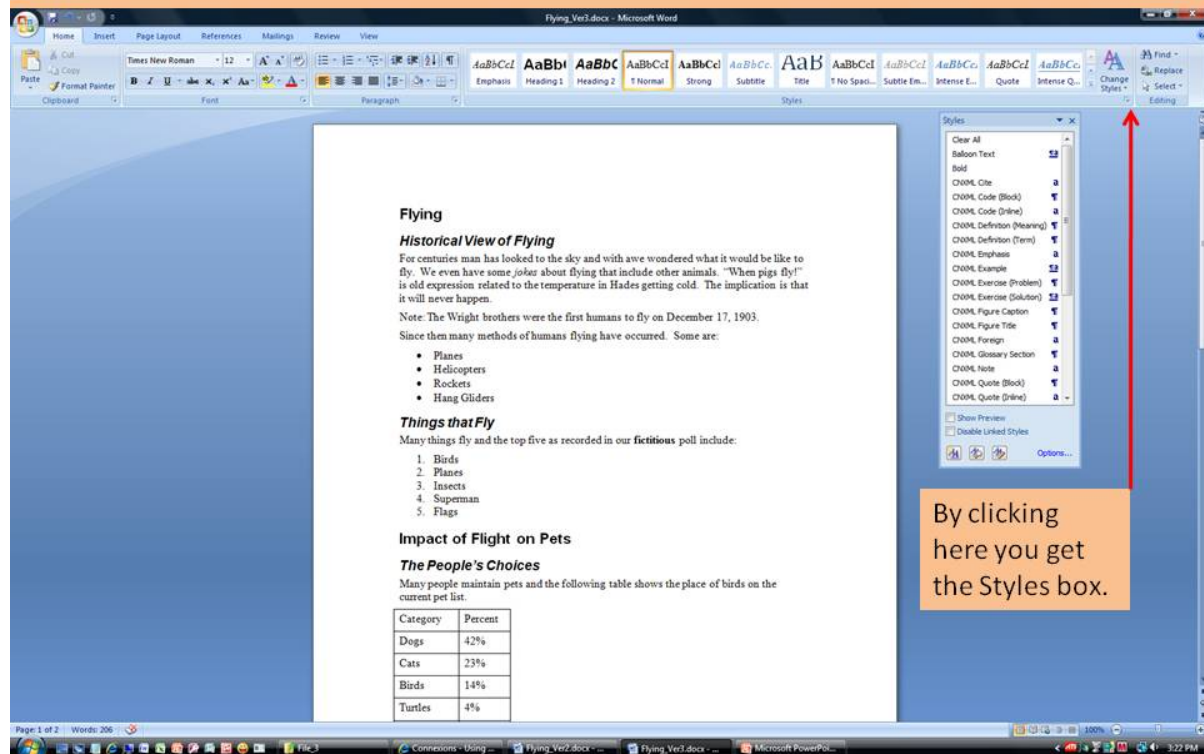
## Connexions Beginning Document

### Copy and Paste Your Draft Document

Now open your existing draft document: Flying\_Ver2.doc, select the entire document and copy it into the Flying\_Ver3.doc file. This new version of the document will have the Connexions CNXML formatting styles.



# CNXML Formatting Styles

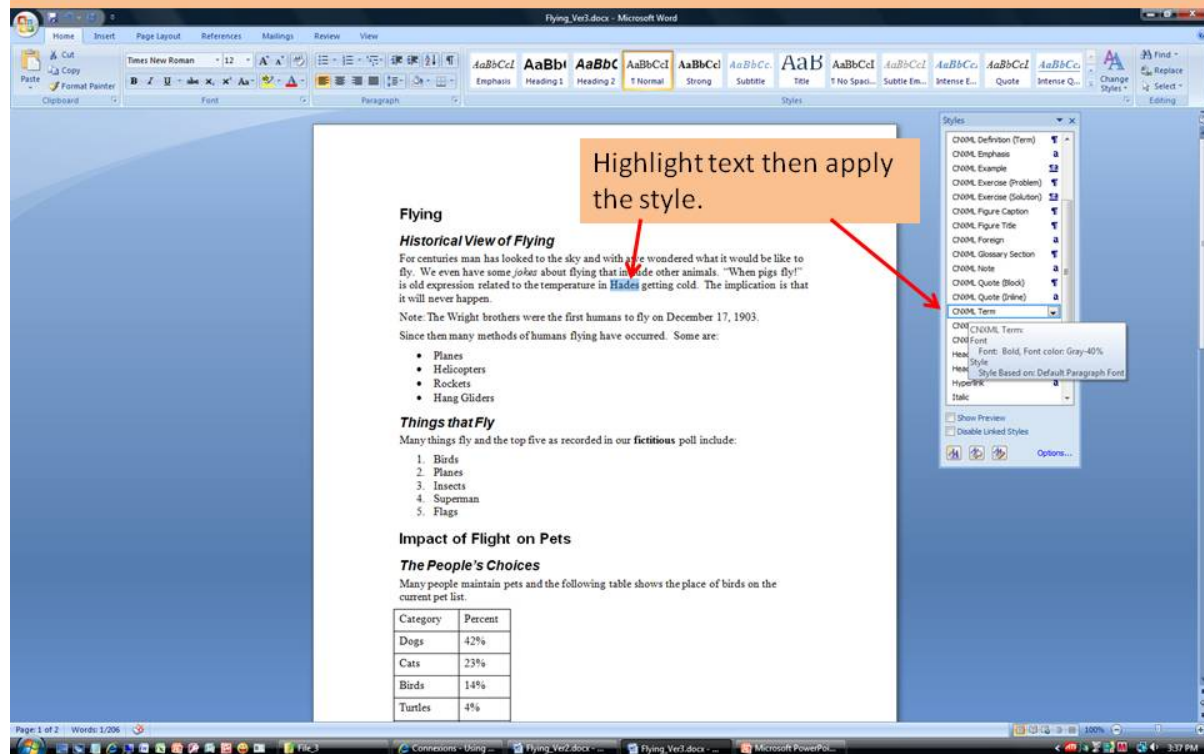


## New Version with CNXML Formatting Styles

## Adding Effects with CNXML Formatting Styles

You are now ready to add some additional formatting to your document that adds tags to inform Connexions as how it should convert your document when imported it into Connexions as a module. An example of highlighting some text and tagging it as a “term” is shown in the following slide.

# Applying the “CNXML Term” Style



## Applying a CNXML formatting style

The following list of CNXML tags are listed in the order in which they appear in the Flying\_Ver3.doc file. You can download the document and review the tags.

Click to download: [Flying\\_Ver3.doc](#)

## List of CNXML Formatting Styles

1. **CNXML Quote (Inline)** – If you have text as a quote you should remove your quote marks and highlight the text, then apply the style. The conversion automatically adds quote marks.

2. **CNXML Term** – Tagging a word as a term will highlight it upon conversion. IN our example we tagged “Hades”. When the module is included in a Connexions collection the term will automatically be added to the “Index of Keywords and Terms” at the end of the collection.
3. **CNXML Note** – Highlighting text and applying the tag will make the text appear in a separate note box upon conversion. Thus, you will need to remove the wording “Note: “ from your document.
4. **CNXML Figure Title** – You can add a line of text just before a picture, highlight that text and apply this tag to create a title above your picture.
5. **CNXML Figure Caption** - You can add a line of text just after a picture, highlight that text and apply this tag to create additional comments below your picture.
6. **CNXML Quote (Block)** – Highlight the text and apply the tag. No need to use quote marks, the conversion will indent and italicize the quote.
7. **CNXML Definition (Term)** – The term is usually placed on a line by itself with the definition on the following line(s). Like other formatting styles you highlight it and tag it. When the module is included in a Connexions collection the term will automatically be added to the “Index of Keywords and Terms” at the end of the collection.
8. **CNXML Definition (Meaning)** – The meaning of the term is added to the line(s) following the term. Like other formatting styles you highlight it and tag it. When the module is included in a Connexions collection the term with its definition will automatically be added to the “Glossary” at the end of the collection.

## What’s Next?

### Additional Information

Once you start creating Connexions modules, you will not go through the process of converting your draft document by copying it’s content and pasting it into a Connexions document shell that has the Connexions CNXML tags. You will simply open the original downloaded file that

contains the tags (Connexions-Document.doc) and save it as a new document (you must keep it as a .doc file – that is the older Word 97-2003 format). Highlight and delete the existing sample text. Then start writing your module materials. As you build the document you can add any of the formatting styles (both those preserved from normal Word usage and those CNXML tags that will be available to you).

## **Authoring Workshop Application**

You should spend a few minutes getting one of your prepared “knowledge chunks” ready for conversion into a Connexions module. At a minimum, use at least two of the preserved effects and at least two of the CNXML tags.

Creating a Connexions Module from a Word Document  
Basic instructions for building a Connexions module from a Word Document. The use of the Edit, Links, Preview and Publish tabs are covered along with the initial Metadata as requested in the initial building process.

## Initial Creation of a Module

The following series of slides moves you through the process of creating a Connexions module.

### Step 1

# Navigate to Your Workgroup

Click on: Create New Item

Either pre-select a module or select "module" on the next screen when it appears.

Connexions® is supported by the William and Flora Hewlett Foundation.  
Connexions® is a registered trademark of Rice University.  
[Site User Agreement](#)

© creative commons  
POWERED BY

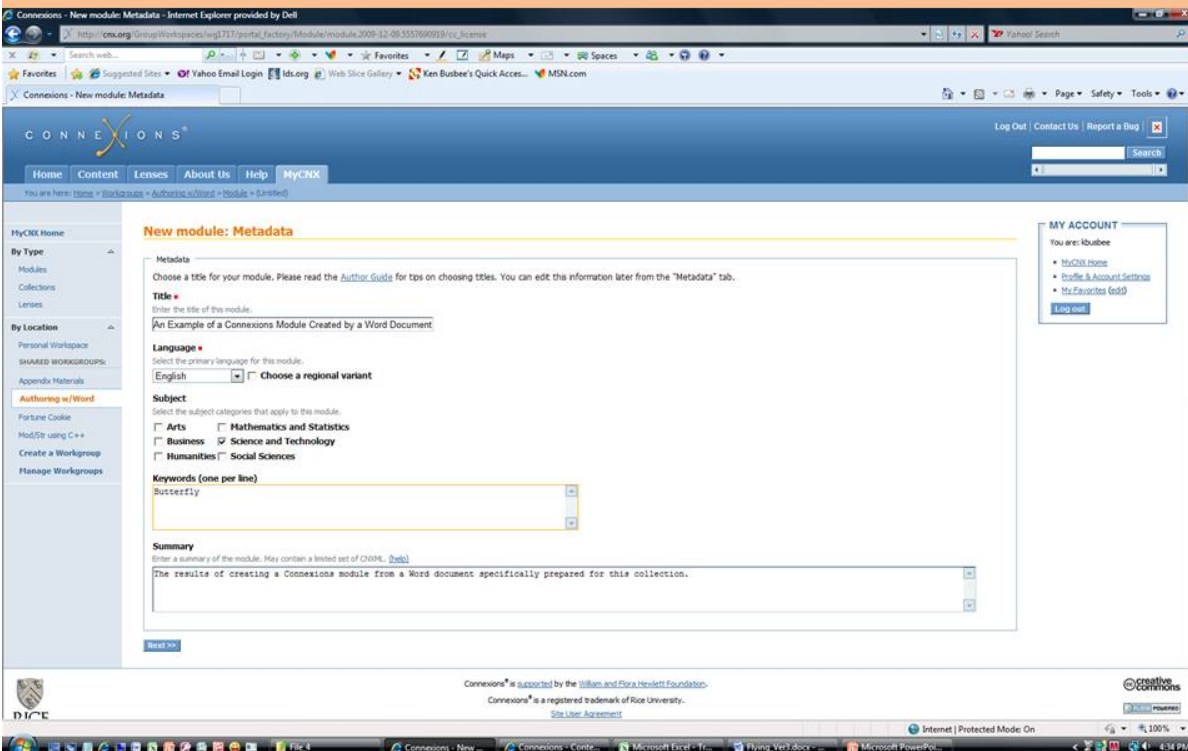
Navigating to Your Workgroup

## Step 2

When the “New module: License agreement” screen appears, read the information, check the box that you agree and move on to “Next”.

## Step 3

Title – Subject – Keywords – Summary



The screenshot shows the 'New module: Metadata' form in the Connexions application. The form is titled 'New module: Metadata' and includes a sidebar with navigation links like 'Home', 'Content', 'Lenses', 'About Us', 'Help', and 'MyCNX'. The main content area contains the following fields:

- Title:** A text input field with the placeholder text 'Enter the title of this module.' and a sample title 'An Example of a Connexions Module Created by a Word Document'.
- Language:** A dropdown menu set to 'English' with a checkbox for 'Choose a regional variant'.
- Subject:** A section with checkboxes for 'Arts', 'Mathematics and Statistics', 'Business', 'Science and Technology' (checked), 'Humanities', and 'Social Sciences'.
- Keywords (one per line):** A text input field with the placeholder text 'Butterfly'.
- Summary:** A text input field with the placeholder text 'Enter a summary of the module. May contain a limited set of HTML. [help]' and a sample summary 'The results of creating a Connexions module from a Word document specifically prepared for this collection.'

At the bottom of the form is a 'Next >>' button. The browser's address bar shows the URL 'http://cnx.org/GroupWorkspaces/arg117/portal/Factory/Module/module.2008-12-08-5557669938/cx\_license'. The taskbar at the bottom shows several open applications, including 'Connexions - New ...', 'Connexions - Conte...', 'Microsoft Excel - Tr...', 'Flying\_Ve3.docx - ...', and 'Microsoft PowerPoi...'.

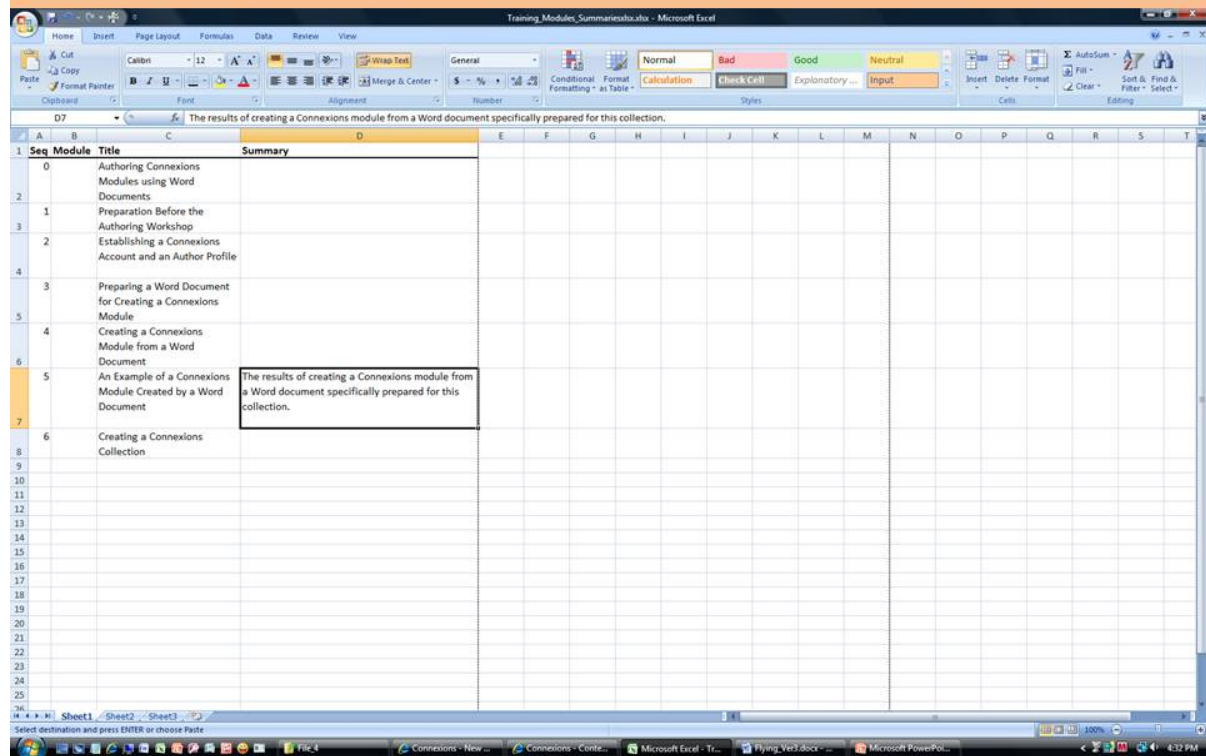
Establish the new module’s “Metadata”

There are five (5) items within the metadata. Two of them will be established by copying and pasting the “Title” and “Summary” from your previously prepared spreadsheet (see the next slide). Most authors using these materials will leave the “Language” selection as English. Check one of the six (6) “Subject” boxes most appropriate to your module content.

The “Keywords” box allows you to enter additional words (one concept per line) that will be added to the “Index of Keywords and Terms” that would be automatically created when this module is included in a collection. Don’t add items that have already been tagged within the document as “CNXML Term” or “CNXML Definition (Term)”. In the example above the keyword “Butterfly” was added to this module.

Click on “Next” when ready.

# Transferring the Title and Summary



The screenshot shows a Microsoft Excel spreadsheet titled "Training\_Module\_Summaries.xlsx". The spreadsheet contains a table with the following data:

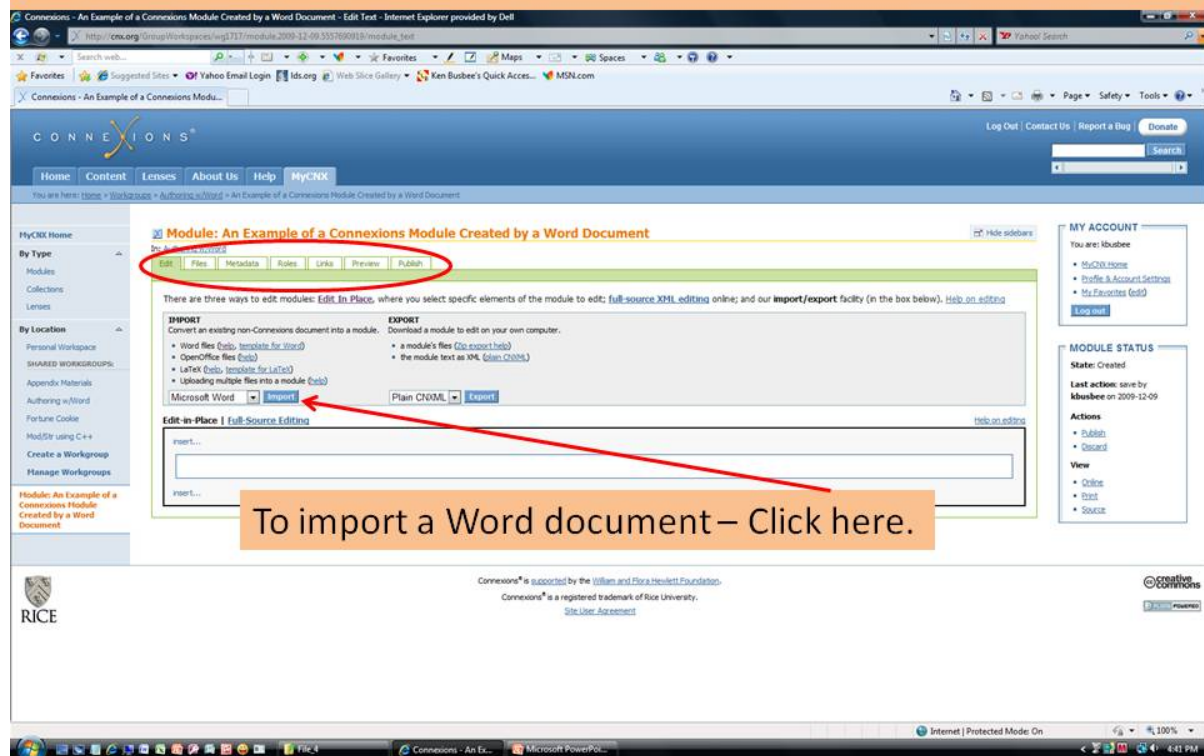
Seq	Module	Title	Summary
0	Authoring Connexions Modules using Word Documents		
1	Preparation Before the Authoring Workshop		
2	Establishing a Connexions Account and an Author Profile		
3	Preparing a Word Document for Creating a Connexions Module		
4	Creating a Connexions Module from a Word Document		
5	An Example of a Connexions Module Created by a Word Document		The results of creating a Connexions module from a Word document specifically prepared for this collection.
6	Creating a Connexions Collection		

Transferring the Title and Summary

Step 4



# Seven Tabs – Edit tab active



## Seven Construction Tabs

A work area with seven (7) tabs will appear with the “Edit” tab active. The “Edit” tab allows you to build the module content. However, we are not going to type in our module content, but import it from a Microsoft Word document (previously prepared). Click on the “Import” button.

### Step 5

**Module: An Example of a Connexions Module Created by a Word Document**

**Warning!** This will replace all contents of a module including images and other files with a Word document converted into OX00L, and its associated images and files.

Word documents can be extremely varied. We have attempted to handle many common cases, with the goal of extracting the text from your document so that you can mark it up in OX00L without having to retype the content. Some cautions:

- Bold and Italics will be ignored:** Most visual styles like bold, italics, and colors are ignored, unless you use the provided document template and tag them *same* as emphasis, citations, glossary terms, etc.
- Images:** Many images will be imported without trouble. Images contained in figures or tables will be imported as text.
- Styling Tip:** If you use OX00L-specific styles from the Word template to create your content, you can make use of the full instructions, below.
- Use Headings to Get Sections:** Even without OX00L-specific styling, you can make use of the full instructions, below.
- Full instructions** on using Word with Connexions
- Download Word template**

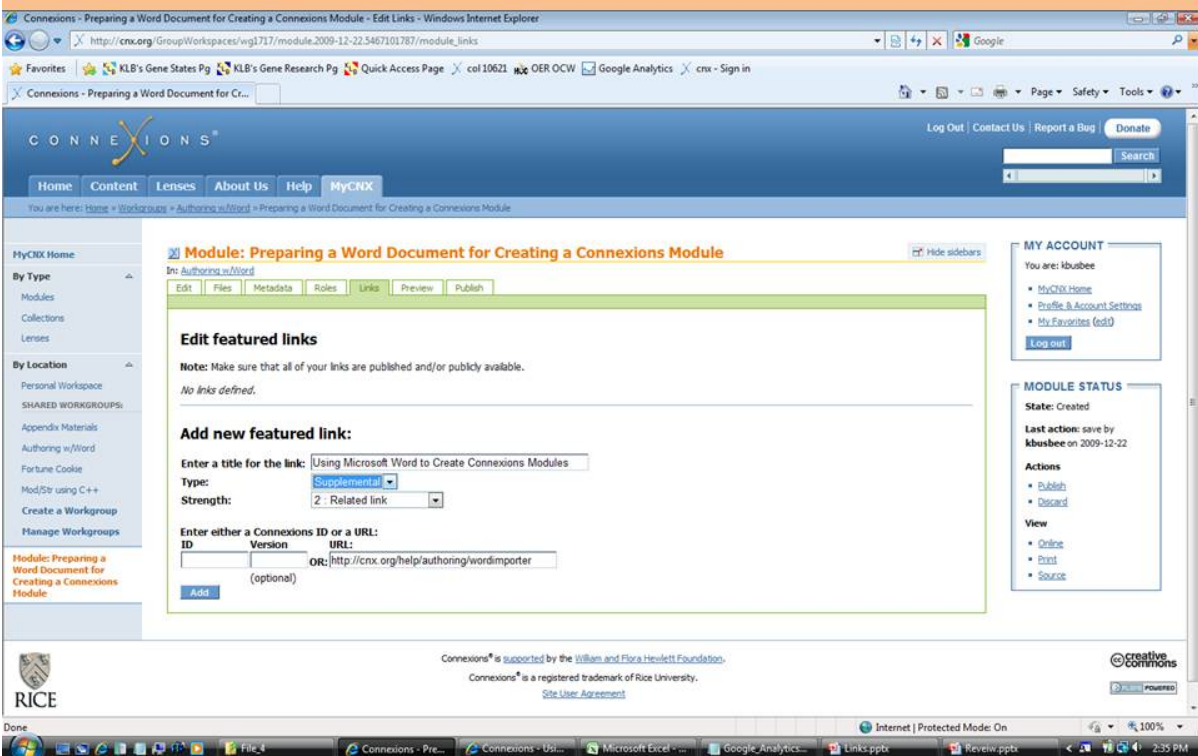
**Warning!** This will overwrite existing module contents.

**1) Click on "Browse"**  
**2) Navigate to your file on your machine**  
**3) Open it**  
**4) Its filespec will fill the empty box**  
**5) Click on "Import"**

Follow the steps to browse to your previously prepared Word document; then “Import” it.

## Step 6

# Links



## Links Tab

We have basically completed the “Edit” and “Metadata” tabs. As a new author you will not normally use the “Files” or “Roles” tabs; thus we will not cover them within this training. Click on the “Links” tab.

Links are added to web pages but not to the printed **.PDF files**. They appear in the upper right part of a module’s web page. You have seen and used links in other modules associated with this training. There are four items to establish with a link:

- **Title** – this is the name that will appear in the links box
- **Type** – you select from Example, Prerequisite or Supplemental
- **Strength** – you select from 3 being strongly related, 2 being related and 1 being weakly related

- **Source** - can either be another Connexions module or collection (just enter its ID) or a Uniform Resource Locator (URL) better known as a web address. You might want to open another copy of your browser, navigate to the address, then copy and paste it into the URL box. This insures accuracy.

Click on the “Add” button when ready.

You may add additional links as desired.

## Step 7

# Preview Process

The screenshot displays the Connexions web application in a Windows Internet Explorer browser window. The address bar shows the URL: [http://cnx.org/GroupWorkspaces/wg1717/module.2009-12-22.5467101787/module\\_preview](http://cnx.org/GroupWorkspaces/wg1717/module.2009-12-22.5467101787/module_preview). The browser's Favorites bar includes links to 'KLB's Gene States Pg', 'KLB's Gene Research Pg', 'Quick Access Page', 'col10621', 'OER OCW', 'Google Analytics', and 'cnx - Sign in'.

The Connexions interface features a blue header with the 'CONNEXIONS' logo and navigation links: Home, Content, Lenses, About Us, Help, and MyCNX. A search bar is located on the right side of the header. Below the header, a breadcrumb trail indicates the current location: 'You are here: Home > Workspaces > Authoring w/Word > Preparing a Word Document for Creating a Connexions Module'.

The main content area is titled 'Module: Preparing a Word Document for Creating a Connexions Module' and includes tabs for 'Edit', 'Files', 'Metadata', 'Roles', 'Links', 'Preview', and 'Publish'. The 'Preview' tab is active, showing a 'Preview module' section with the text: 'Preview how this module will look when published:'. Below this, there are links for 'Online Preview' and 'Print Preview'. A note states: 'This may take some time (30 seconds or so). If a PDF cannot be generated or if the PDF is invalid, there may be a bug in our system, or there may be errors in your module. Please double-check your module (especially any MathML) and try again. If the problem persists, please contact us.'

On the left side, there is a sidebar with 'MyCNX Home' and 'By Type' (Modules, Collections, Lenses) and 'By Location' (Personal Workspace, SHARED WORKGROUPS, Appendix Materials, Authoring w/Word, Fortune Cookie, Mod/Str using C++, Create a Workgroup, Manage Workgroups). A 'Module: Preparing a Word Document for Creating a Connexions Module' link is also present.

On the right side, there is a 'MY ACCOUNT' section for user 'kbusbee' with links to 'MyCNX Home', 'Profile & Account Settings', and 'My Favorites (edit)', along with a 'Log out' button. Below this is a 'MODULE STATUS' section showing 'State: Created', 'Last action: save by kbusbee on 2009-12-22', and 'Actions' (Publish, Discard) and 'View' (Online, Print, Source).

The footer includes the Rice University logo, a Creative Commons license, and a note that Connexions is supported by the William and Flora Hewlett Foundation. The browser's taskbar at the bottom shows several open applications: 'Connexions - Prepar...', 'Connexions - Using ...', 'Microsoft Excel - Au...', 'Google Analytics\_K...', and 'Review pptx'.

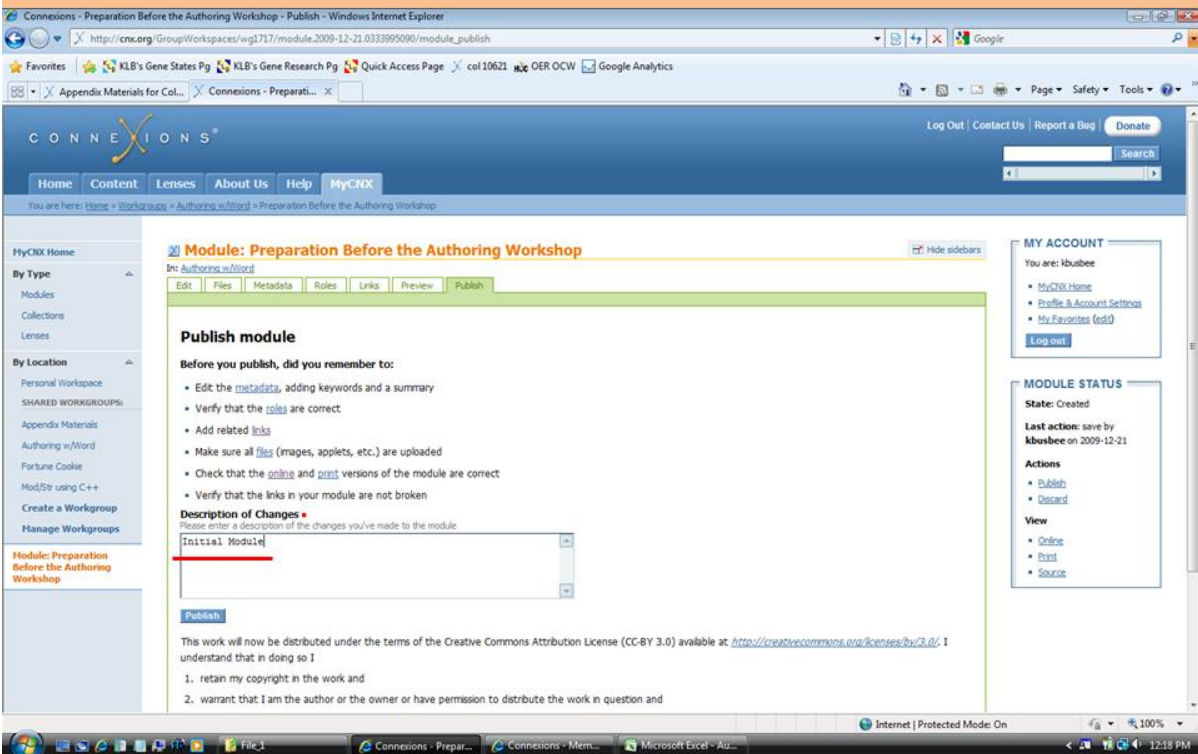
## Preview Process

The “Preview” allow us to view how our module will appear in both online and print modes. The online button will cause the module to appear as it will be shown. You can review it and test any links that you created. Hit the back button on your internet browser to return to the page and/or to return back to the Connexions module building page.

**Note:** If there is something wrong with the module content, you should open your original Word document make corrections, and then close it. Select the “Edit” tab and import your corrected file. Return to the “Preview” and confirm that the changes are what you wanted.

## Step 8

# Publish Tab



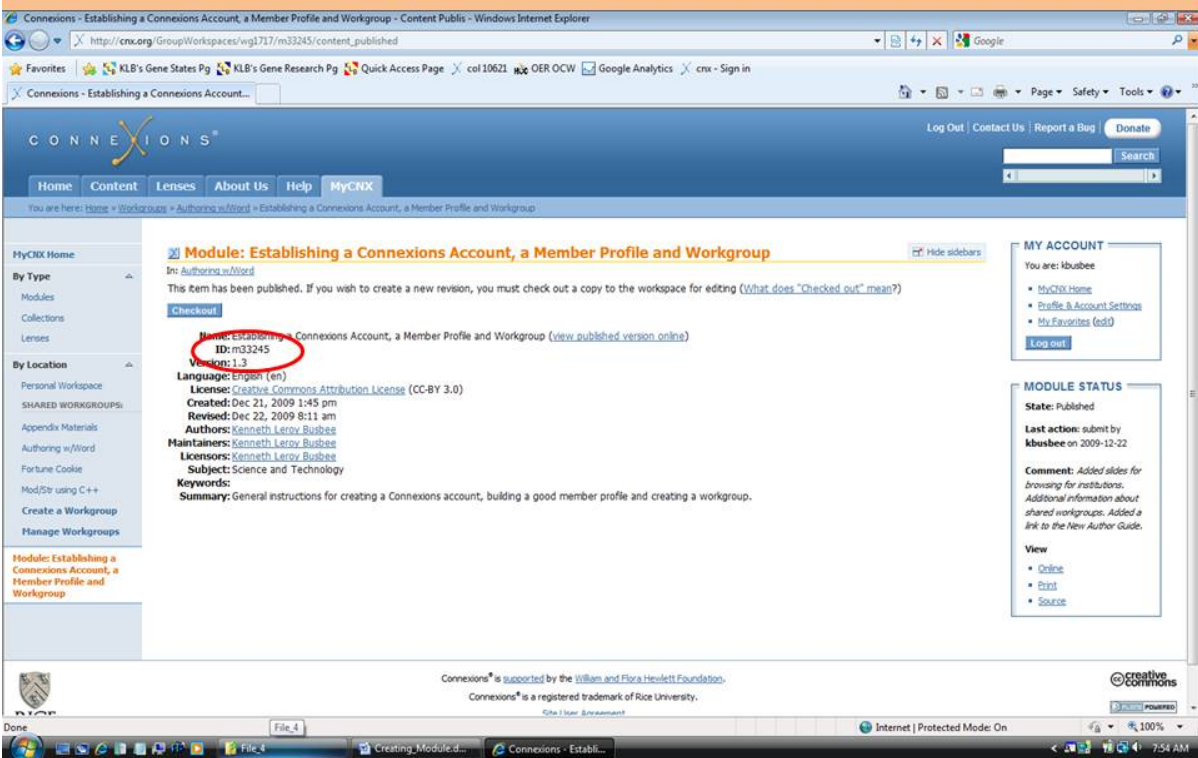
## Publish Tab

The publish process identifies a short description of the changes (enter “Initial Module” when you first create a module). When you hit the “Publish” button, the software will ask you to confirm “Yes” for you to publish your module.

## Step 9



# Completed and Built



## Module Completed and Built

Congratulations! Your module is now available for the world to use. I usually enter the module's ID number into my spreadsheet that contains my titles and summaries.

## Making Module Corrections

Once you have published your module, you will discover that you want to make some corrections or changes to your module. The process is simple. Navigate to your module.

# Navigate to Your Module

Connexions - Authoring w/Word - Workspace contents - Windows Internet Explorer

http://cnx.org/GroupWorkspaces/wg1717

Log Out | Contact Us | Report a Bug | Donate

Home Content Lenses About Us Help **MyCNX**

You are here: Home » Workspaces » Authoring w/Word

**MyCNX Home**

By Type

- Modules
- Collections
- Lenses

By Location

- Personal Workspace
- SHARED WORKGROUPS:
- Approved Materials
- Authoring w/Word**
- Fortune Cookie
- Mod/Sr using C++
- Create a Workgroup
- Manage Workgroups

**Authoring w/Word**

Description: Modules comprising col1100x » Authoring Connexions Modules using Word Documents

Contents Properties Members

Create new content by pressing the 'Create New Item' button, or [Search](#) for existing content to add.

Select... [Create New Item](#) [Search for Published Content](#)

	Title	ID	Size	Modified	State
<input checked="" type="checkbox"/>	An Example of a Connexions Module Created by a Word Document	m33252	47.6 kB	2009-12-22 02:14pm	Published
<input checked="" type="checkbox"/>	Establishing a Connexions Account, a Member Profile and Workgroup	m33245	366.4 kB	2009-12-22 08:11am	Published
<input checked="" type="checkbox"/>	Preparation Before the Authoring Workshop	m33244	97.3 kB	2009-12-22 08:49am	Published
<input checked="" type="checkbox"/>	Preparing a Word Document for Creating a Connexions Module	m33255	59.1 kB	2009-12-22 03:57pm	Published

[Rename](#) [Cut](#) [Copy](#) [Remove](#)

**MY ACCOUNT**

You are: kbusbee

- [MyCNX Home](#)
- [Profile & Account Settings](#)
- [My Favorites \(edit\)](#)

[Log out](#)

**RICE**

[Site User Agreement](#)

Internet | Protected Mode: On

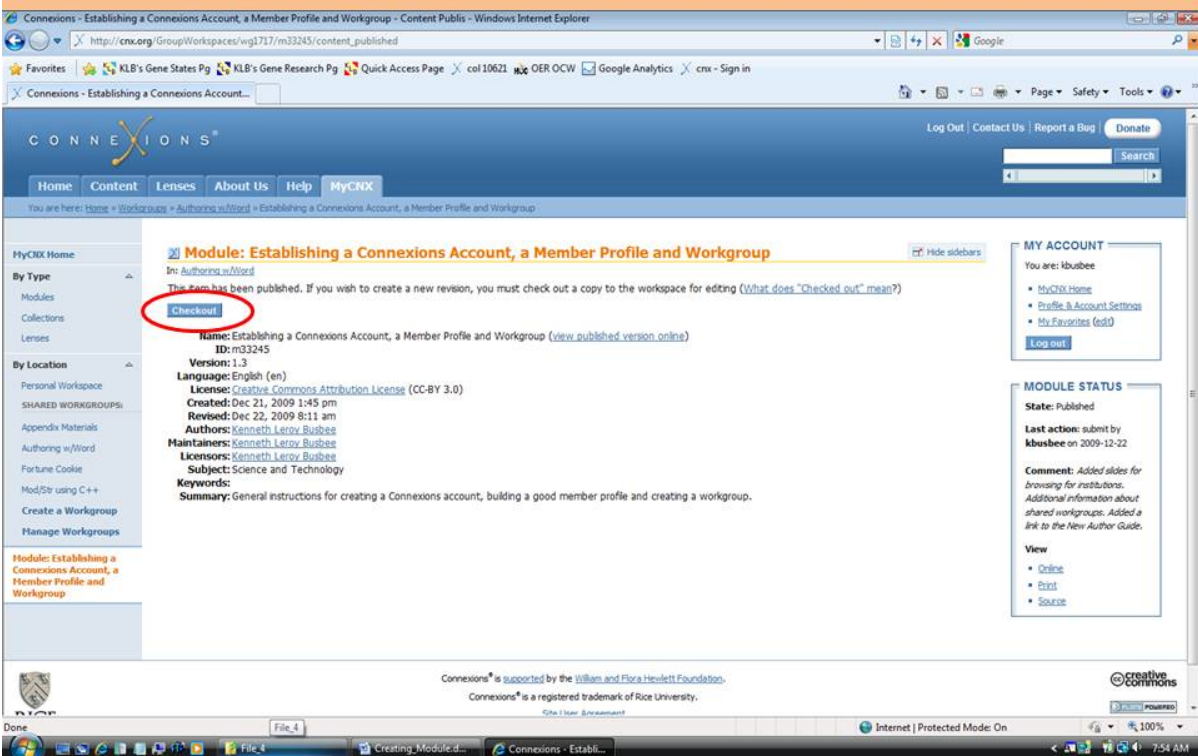
7:49 AM

Point to the module you want to modify and double click it.

## Navigate to Your Module



# Checkout



## Checkout Your Module

In order to modify the module, you must “Checkout” the module first. This makes a copy of your module available for you to modify. While you are modifying your materials, the previous version of the module is available to the Internet community. Your module will appear with the seven (7) construction tabs. You make changes as needed (this may include editing your Word document and importing it again using the “Edit” tab). When you are done with your changes you need to “Publish” your module in order to make the changes available to the Internet community.

## What’s Next?

## Reviewing the Published Module

The next module within this workshop contains the results of creating the Flying\_Ver3.doc document as a Connexions module. You should review it to aid in your understanding of how the features and styles that we inserted into a Word document were converted upon being imported to a Connexions module.

### **Authoring Workshop Application**

You should spend a few minutes publishing one of your previously prepared Word documents as a Connexions module.

An Example of a Connexions Module Created by a Word Document  
The results of creating a Connexions module from a Word document specifically prepared for this collection.

## Flying

### Historical View of Flying

For centuries man has looked to the sky and with awe wondered what it would be like to fly. We even have some *jokes* about flying that include other animals. "When pigs fly!" is old expression related to the temperature in **Hades** getting cold. The implication is that it will never happen.

**Note:** The Wright brothers were the first humans to fly on December 17, 1903.

Since then many methods of humans flying have occurred. Some are:

- Planes
- Helicopters
- Rockets
- Hang Gliders

### Things that Fly

Many things fly and the top five as recorded in our **fictitious** poll include:

1. Birds
2. Planes
3. Insects
4. Superman
5. Flags

## Impact of Flight on Pets

### The People's Choices

Many people maintain pets and the following table shows the place of birds on the current pet list.

Category	Percent
Dogs	42%
Cats	23%
Birds	14%
Turtles	4%
Others	17%

### Unique Pet Collections

My unique flying pet is a butterfly.

Here is a hyperlink: <http://en.wikipedia.org/wiki/Butterfly>.  
Hurricane Ike – Pet Butterfly



Photo by: Kenneth Leroy Busbee

A butterfly's thoughts:

"One cannot entirely trust to flowers that grow in pots," thought the butterfly, "they have too much intercourse with men."[\[footnote\]](#) I have added some more text to this quote to show how a block quote tag will wrap, indent and italicize the quoted material. Thus, you should not need any quote marks for the block tags."

Andersen, Hans Christian; *The Ice-Maiden: and Other Tales*, pg 169.

Crazy

People who keep butterflies as pets and talk to them.

## Creating a Connexions Collection

Basic instructions for building a Connexions collection. Understanding how the Glossary and the Index of Keywords and Terms are automatically created.

## Initial Creation of a Collection

The following series of slides moves you through the process of creating a Connexions module.

### Step 1

# Navigate to Your Workgroup

Connexions - Authoring w/Word - Workspace contents - Windows Internet Explorer

http://cnx.org/GroupWorkspaces/wg1717

Log Out | Contact Us | Report a Bug | Donate

Home Content Lenses About Us Help **MyCNX**

You are here: Home > Workspaces > Authoring w/Word

MyCNX Home

By Type

- Modules
- Collections
- Lenses

By Location

- Personal Workspace
- SHARED WORKGROUPS
- Appendix Materials
- Authoring w/Word**
- For fun! Cookie
- Mod/Site using C++
- Create a Workgroup
- Manage Workgroup

**Authoring w/Word**

Description: Modules comprising col11000 = Authoring Connexions

Contents Properties Members

Create new content by pressing the 'Create New Item' button, or [Search](#) for existing content to add.

Select... **Create New Item** Search for Published Content

Title	ID	Size	Modified	State
An Example of a Connexions Module Created by a Word Document		47.5 KB	2009-12-21 08:46am	Created

Refine Ctrl Copy Remove

MY ACCOUNT

You are: kbusbee

- MyCNX Home
- Profile & Account Settings
- My Favorites (edit)

Log out

Connexions® is supported by the William and Flora Hewlett Foundation.

Connexions® is a registered trademark of Rice University.

Site User Agreement

© creative commons

POWERED BY

Internet | Protected Mode: On

12:02 PM

Navigating to Your Workgroup

## Step 2

When the “New collection: License agreement” screen appears, read the information, check the box that you agree and move on to “Next”.

## Step 3

The next window established the “metadata” for the collection and you will copy and paste the title and summary information similar to the way you create a module. Complete the language, collection sub-type and subject items as appropriate.

**Note:** The first line of the spreadsheet contains the collection title and collection summary.

# Organizing Spreadsheet

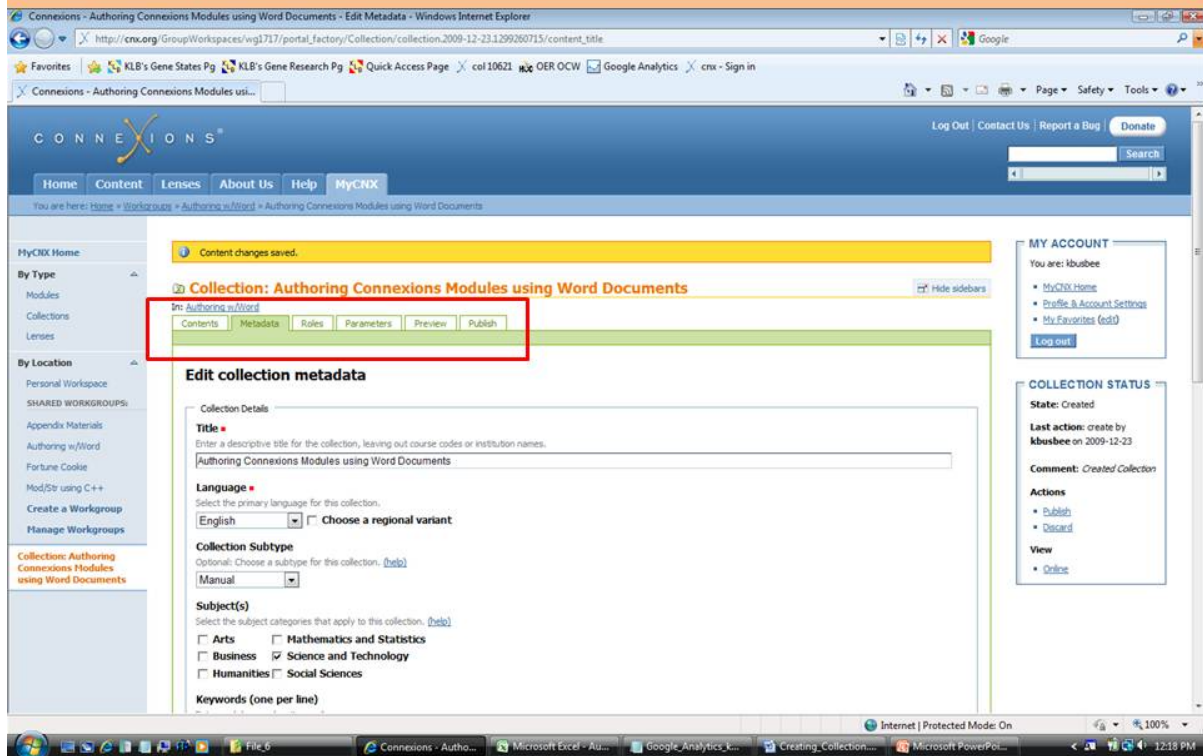
Seq	Module	Title	Summary
0		Authoring Connexions Modules using Word Documents	A collection of modules designed for either self-study or as a major part of a 4 hour in-person workshop. Emphasis is on using Microsoft Word documents as the fundamental building and editing method for creating Connexions modules that lead to the creation high quality Open Educational Resources (OER) materials. The creation of a Connexions collection with the potential use as an OpenCourseWare (OCW) textbook is explored.
1	m33244	Preparation Before the Authoring Workshop	A link to some pre-workshop reading. Preparation steps for students using these materials as a workshop.
2	m33245	Establishing a Connexions Account, a Member Profile and Workgroup	General instructions for creating a Connexions account, building a good member profile and creating a workgroup.
3	m33255	Preparing a Word Document for Creating a Connexions Module	Detailed help on how to prepare a Word document for importing into a Connexions module. Use of both Word styles and commonly used Connexions' CNXML styles are demonstrated.
4	m33262	Creating a Connexions Module from a Word Document	Basic instructions for building a Connexions module from a Word Document. The use of the Edit, Links, Preview and Publish tabs are covered along with the initial Metadata as requested in the initial building process.
5	m33252	An Example of a Connexions Module Created by a Word Document	The results of creating a Connexions module from a Word document specifically prepared for this collection.
6	m332XX	Creating a Connexions Collection	Basic instructions for building a Connexions collection. Understanding how the Glossary and the Index of Keywords and Terms are automatically created.
7	m33264	Post Authoring Workshop Activities	Coverage of a variety of post workshop items including: rating modules, an affiliation lens, additional study materials and seeking help.

## Organizing Spreadsheet

### Step 4



# Initial Metadata – Construction Tabs



## Initial Metadata - Six Construction Tabs

A work area with six (6) tabs will appear with the “Metadata” tab active. You need to at least scroll down and add one additional item to the metadata.

# Additional Metadata

Connexions - Authoring Connexions Modules using Word Documents - Edit Metadata - Windows Internet Explorer

http://cnx.org/GroupWorkspaces/wg1717/portal\_factory/Collection/collection.2009-12-23.1299260715/content\_title

Google Analytics

Connexions - Authoring Connexions Modules using Word Documents - Edit Metadata

A collection of modules designed for either self-study or as a major part of a 4 hour in-person workshop. Emphasis is on using Microsoft Word documents as the fundamental building and editing method for creating Connexions modules that lead to the creation high quality Open Educational Resources (OER) materials. The creation of a Connexions collection with the potential use as an OpenCourseWare (OCW) textbook is explored.

Visitor Tracking

**Google Analytics Tracking Code**  
Enter the Google Analytics Tracking Code (e.g. UA-xxxxxxx-x) for this module to track its usage.  
Note that this code will track only the collection home page, not the modules therein. [Help](#)

UA-12160013-1

Special-Purpose Fields

These fields are primarily useful for collections of the "course" subtype, but may be used on any collection if desired. Display of these fields may vary slightly by subtype, so be sure to preview your collection before publishing.

**External Web Page**  
A URL for a web page associated with the collection. For example, a link to a course's syllabus.

**Institution**  
An institution or organization with which this collection is associated. Example: a university at which a course is being taught.

Houston Community College

**Code or Number**  
A formal designation for the collection, if applicable. Course codes and report numbers will be common. Examples: ELEC 301; TR07-03

**Instructor**  
For the Course subtype only: the names of people who will be teaching the course, if different from the course author(s).

Save Cancel

RICE

Connexions® is supported by the [William and Flora Hewlett Foundation](#).  
Connexions® is a registered trademark of Rice University.  
[Site User Agreement](#)

creative commons BY-NC-SA

Internet | Protected Mode: On

12:19 PM

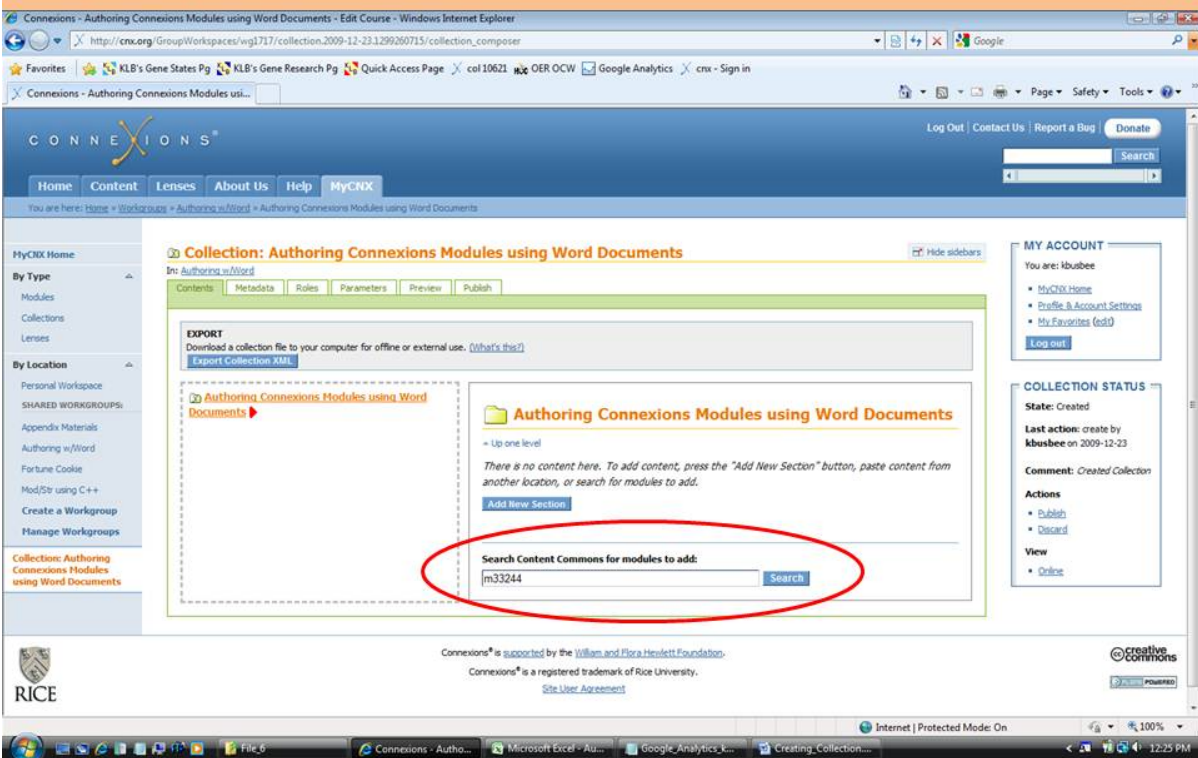
## Additional Metadata

The “Institution” information should be typed consistently by all authors belonging to the same institution. This item was discussed earlier in the module covering the member profile.

Enter your institution’s name and click on the “Save” button.

## Step 5

# Content Tab



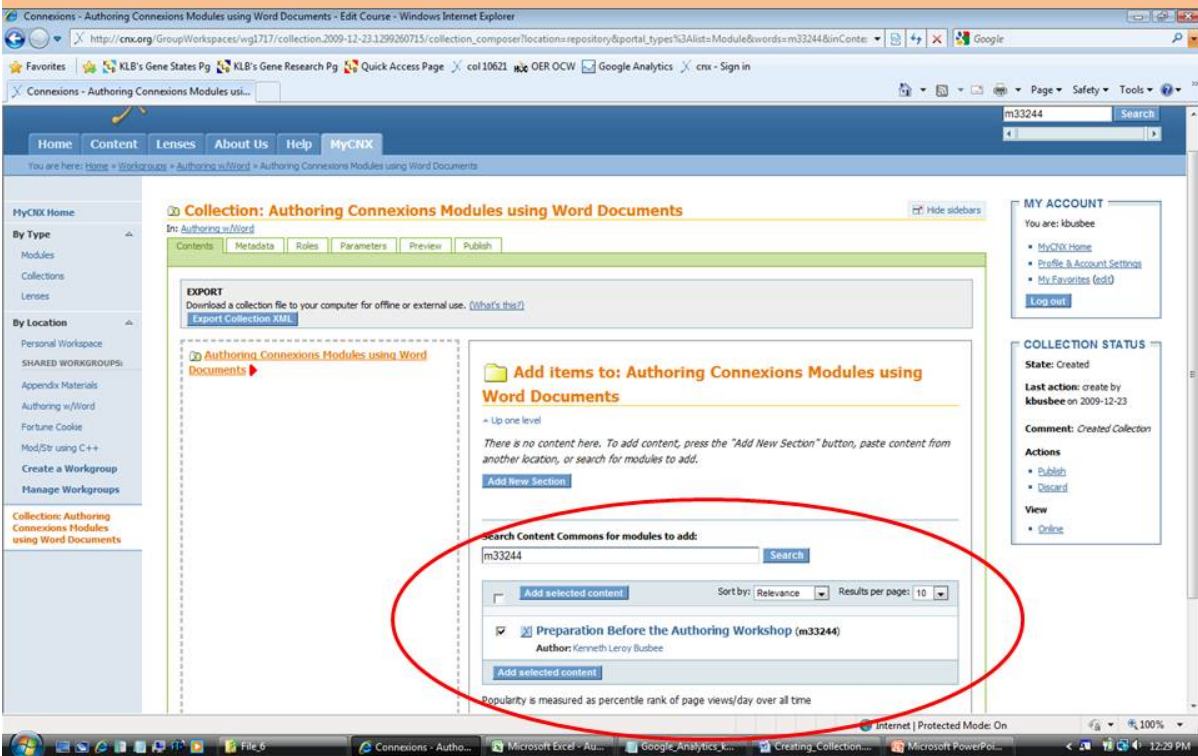
## Content Tab

Once the Metadata changes are saved, select the “Contents” construction tab.

We need to identify or associate our modules to the collection. This is easily done by searching for our modules. The module numbers should be on your organizing spreadsheet. Simply enter the module ID number and select the “Search” button.

## Step 6

## Verify Module Name – Add selected content

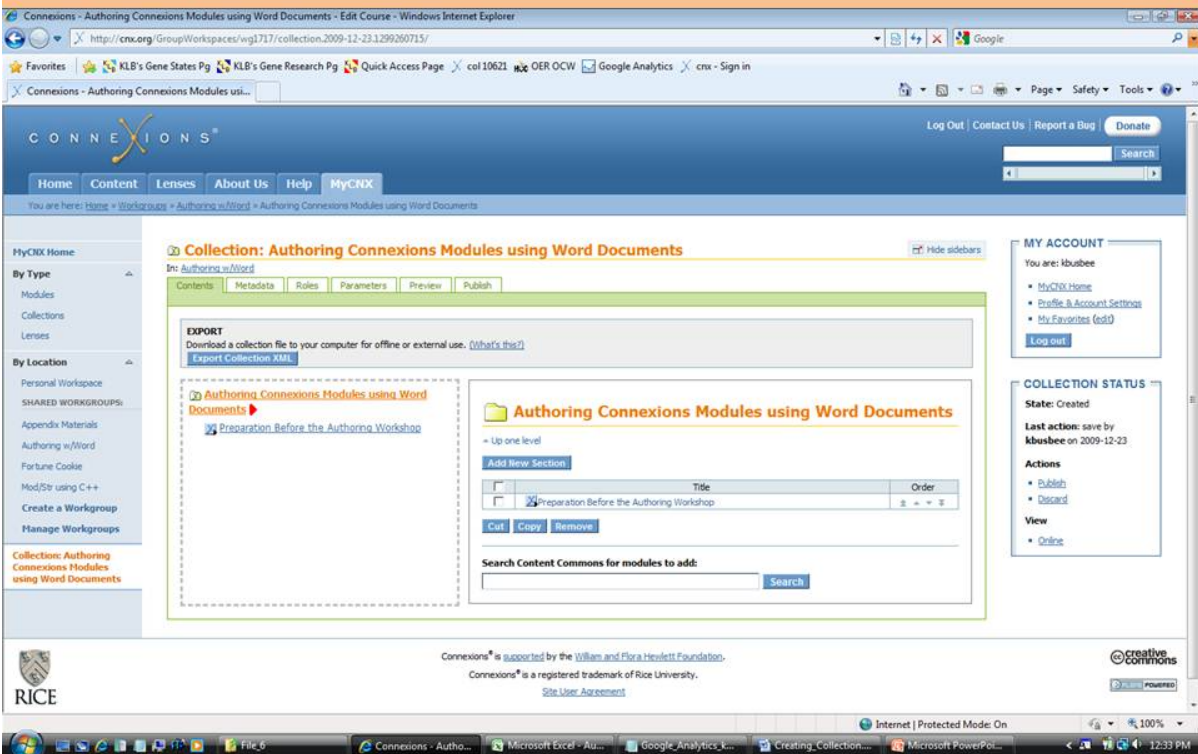


## Verify Module Name – Add selected content

Simply verify that you have the correct module. Look at its name and author. If correct, click on the “Add selected content” button.

### Step 7

# Module Added – Repeat the Process



## Module Added – Repeat the Process

Add the remaining modules from your organizing spreadsheet.

### Step 7

Most new authors will not change the default data within the “Roles” or “Parameters”. Move on to the “Preview” tab. The collection will appear. You can review it and navigate with the collection to your heart’s content. However, when done, hit the back button on your internet browser to return to the page and/or to return back to the Connexions collection building page.

**Note:** If there is something wrong with the modules associated with the collection, you should return to the “Contents” tab and fix the problem by deleting or adding the correct modules. Return to the “Preview” and confirm that the changes are what you wanted.

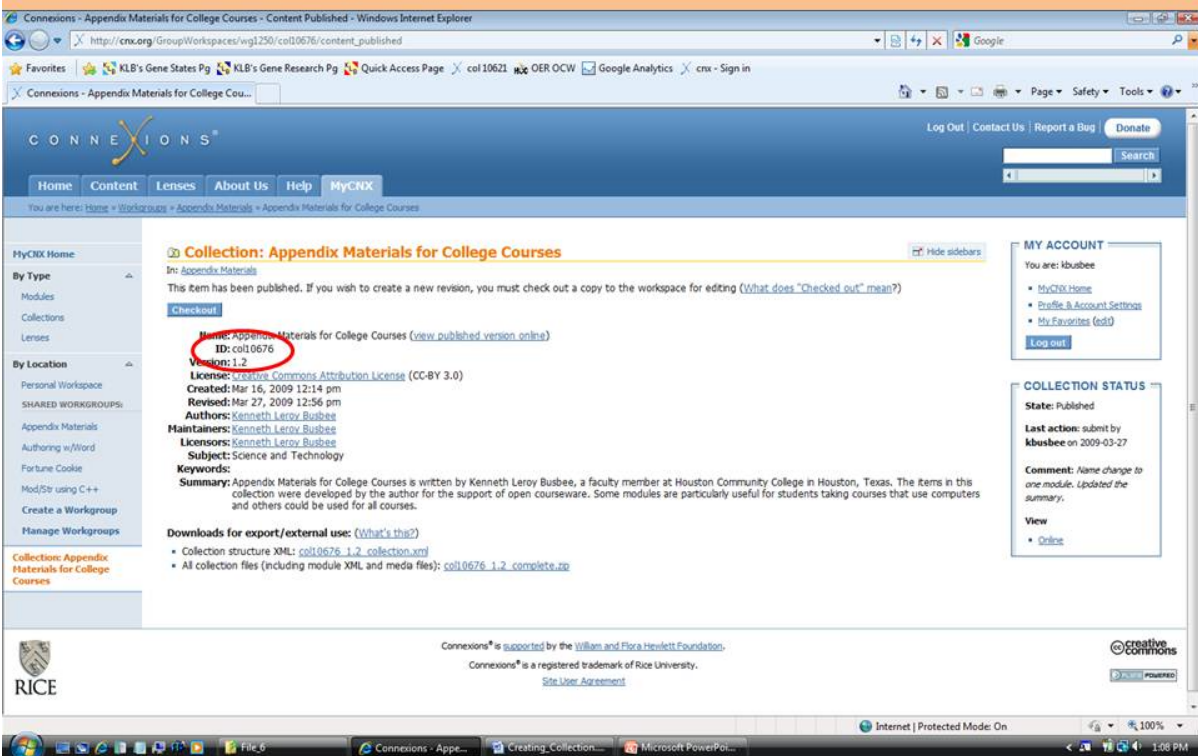
## Step 8

The publish process identifies a short description of the changes (enter “Initial Collection” when you first create the collection). When you hit the “Publish” button, the software will ask you to confirm “Yes” for you to publish your collection.

## Step 9



# Completed and Built



## Module Completed and Built

Congratulations! Your collection is now available for the world to use. I usually enter the collection's ID number into my spreadsheet that contains my titles and summaries.

## Making Corrections to a Collection

Once you have published your collection, you will discover that you want to make some corrections or changes to your modules. Additionally, you might want to add or delete a module within the collection. The process is similar to making corrections to a module. You must navigate to your collection and check it out.

Your collection will appear with the six (6) construction tabs. You make changes as needed. When you are done with your changes you need to “Publish” your collection in order to make the changes available to the Internet community.

You should plan your changes to a collection. As you update individual modules, those corrected re-published modules are automatically available on the web version of your collection. The Internet version simply points to the “latest” version of a module.

As you make changes to a collection (add new modules, delete modules, etc.) you will need to re-publish the collection before the Internet users get a new collection’s **.PDF file**. The newly published collection will include a revised “Glossary” and “Index of Keywords and Terms” (see the next item on reviewing a published collection).

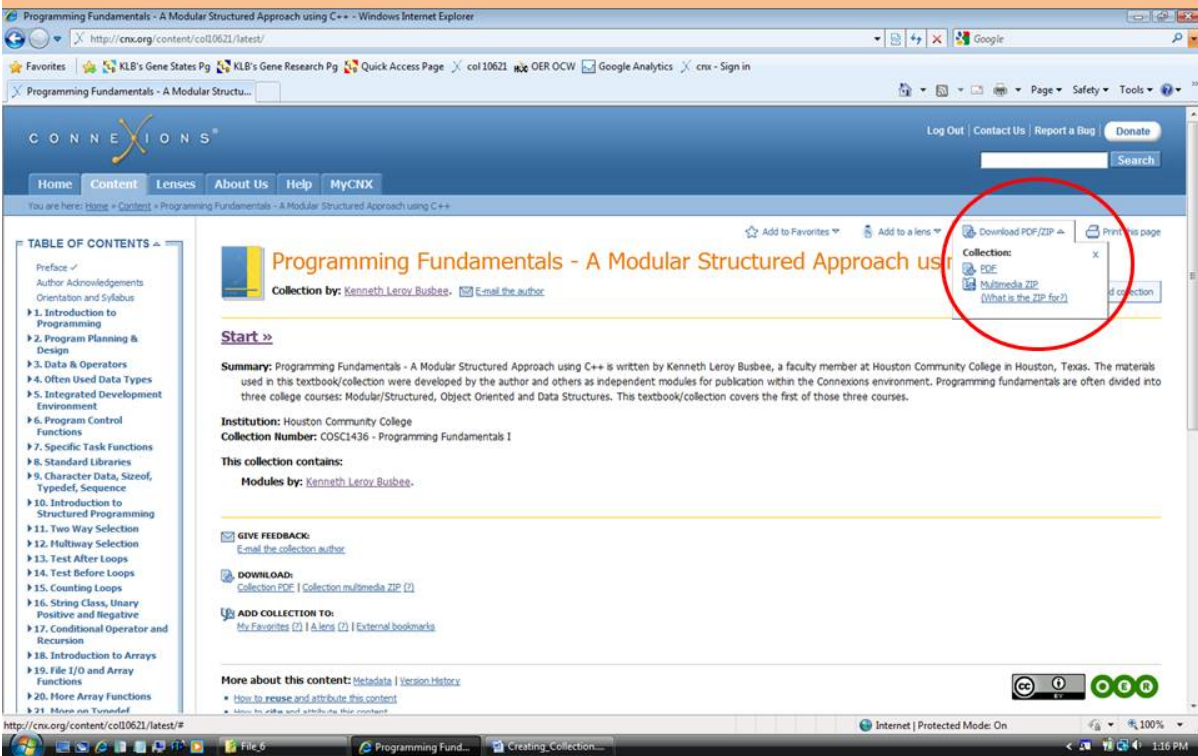
## **What’s Next?**

### **Reviewing the Published Collection**

The printed .PDF file for the collection will have a “Glossary” and “Index of Keywords and Terms” that was automatically produced from the modules included in the collection. Navigate to this workshop’s collection and download the **.PDF file**.



# .PDF file – Download and View



## .PDF file – Download and View

Open the downloaded file and scroll down towards the end of the collection and review the “Glossary” and “Index of Keywords and Terms”. They should contain the few items that were tagged within the Flying\_Ver3.doc document and the keyword that was added to that module’s metadata when it was created.

Authors wanting a glossary and index should now understand how to add the correct tags and keywords when building their modules. Then when they group their modules into a collection they will get the intended results within the glossary and index which is automatically produced.

## **Authoring Workshop Application**

You will not have time to create a collection during an in-person workshop. However, you should understand the process and how tags for terms and metadata keywords will appear in your materials.

## Post Connexions Authoring Workshop Activities

Coverage of a variety of post workshop items including: rating modules, an affiliation lens, additional study materials and seeking help.

## Post Authoring Workshop Activities

### Build Modules and Collections

Some authors will only build a few unrelated modules and never attempt to build a collection (a group of modules organized and delivered as a unit). Others will plan a complete textbook with dozens of modules organized into chapters. But all should:

- Spend a few hours over the next few weeks and building at least four (4) modules.
- Consider building a simple collection.

You might start the process by planning your modules by outlining them. You can use the spreadsheet method used earlier in this workshop to establish your module titles and summaries. Whatever you do, do something each week. Plan a few hours to work on becoming a Connexions author.

### Provide Feedback

Anyone can email the author of Connexions materials and provide feedback. As a new author, you should not take offense if someone emails you and describes a problem with your content, spelling, broken links, etc. Take it in stride and use the feedback to improve your materials.

### Ask for Feedback

As a new author you might want to contact a peer within your field of expertise and ask them to review your materials. Another pair of trusted

eyes is great at insuring that your Connexions modules are viewed by others as quality modules.

## Provide Module Ratings

When you are logged into your Connexions account, you can use the five (5) star rating system provided within Connexions to rate the modules of any authors.

# Rating Modules

Preparation Before the Authoring Workshop - Windows Internet Explorer

http://cnx.org/content/m33244/latest/

Log In | Contact Us | Report a Bug | Donate

Home Content Lenses About Us Help MyCNX

You are here: Home > Content > Preparation Before the Authoring Workshop

RECENTLY VIEWED

## Preparation Before the Authoring Workshop

Module by: Kenneth Leroy Busbee. [E-mail the author](#)

**User rating (2) 2.5 stars (0 ratings)**

Summary: A link to some pre-workshop reading. Preparation steps for students using these materials as a workshop.

### Preface

The modules in this collection were designed for either self-study or as a major part of a 4 hour in-person workshop. They were designed specifically to guide new authors in the process of creating several modules and then organizing them into a collection. Most existing materials within the Connexions web site that explains authoring are more technical than what most new authors desire. Thus, a less technical and more user friendly step by step instructions/training is needed to guide a new author using Connexions. Many new authors will have limited technical computer training; however they should be able to create fantastic OER materials using the convenience of uploading Word documents to create a basic Connexions module. This workshop will specifically accomplish the task of helping you become a Connexions author by using Word documents as the fundamental building and editing method for creating Connexions modules.

### General Reading

A prerequisite link is provided to "Introduction to Open Educational Resources" collection number "col0413" within the Connexions website. The material written by Judy Baker is an excellent review of many issues of concern to new authors. You should spend about 1 hour quickly covering the material. You can return and review the material in more detail later.

The third module should be specifically viewed. It's title: OER Fair Use, Copyright, and TEACH Act. "A basic understanding of copyright, fair use, the TEACH Act, and intellectual property is necessary before using and developing OER in order to minimize the risk of violating the law."<sup>4</sup> Many college professors step over the line and violate the copyrights of authors. As you are embarking on your own journey as an author, please make sure that you understand how to include existing materials without violating another author's copyright.

### Knowledge Chunks

Learning Objects

Links [\[hide\]](#)

**Example links**

- [Member Profile: Kenneth Leroy Busbee](#)

**Prerequisite links**

- [Introduction to Open Educational Resources](#)

Internet | Protected Mode: On

10:16 AM

## Rating Modules

As your first experience at rating modules, we desire you to rate each of the seven (7) modules that were used in this workshop. **Please go do it soon – maybe even today.**

## **Affiliation Lens**

An “affiliation lens” within Connexions is a way to identify modules and collections identified as having the author’s material affiliated with that organization, group or project. You can select the “Lenses” tab from the Connexions home page to view the lenses that exist.

You should scroll down the “Affiliation lenses” category and discover if your institution has an affiliation lens. If it does have a lens, you should **contact the person at your institution that manages the lens** and inform them of the collections and/or independent modules (those not in a collection) by providing them the collection ID numbers (like: col10621) and module ID numbers (like: m19171). They can easily add your collections and modules to the lens.

## **Additional Study**

Within the link box (upper right corner of the module) there are several links provided.

- Example – Links in this grouping provide access to several existing collections or modules. You can review them for ideas of how others are using and organizing Connexions materials.
- Supplemental – Links in the grouping provide access to a variety of helps, modules and collections that cover being an author within Connexions.

**Note:** Within the workshop we covered 8 CNXML tags. In the link: “Using Microsoft Word to Create Connexions Modules” there are an additional 9

CNXML tags that are covered.

## **Join the Movement**

If your organization has a discussion list or blog concerning Open Educational Resources (OER) or OpenCourseWare (OCW), please join in those activities.

## **Authoring Workshop Application**

- Ask any questions
- Rate the workshop modules